

AGENDA
PANHANDLE PUBLIC LIBRARY COOPERATIVE SYSTEM

4:00 PM

PPLCS CONFERENCE ROOM

February 18, 2014

CALL TO ORDER

- A. Invocation and Pledge of Allegiance
- B. Roll Call
- C. Approval of Agenda-Pichard
- D. Approval of Minutes from January 21, 2014

I. REPORTS AND REQUESTS

- A. Consent Agenda Items
 - 1. Request: Pay bills/invoices
- B. Administrator's Report-Hughes
 - 1. Travel Requests:
 - a) Gulf Coast State College, Panama City, PLAN, Feb 26th, all day
 - b) State Library meeting on Programs & Initiatives
 - c) Library Legislative Day, Tallahassee, March 25th, all day
 - d) Computers in Libraries (Betsy), Washington, DC, April 6th-10th
 - e) Association of Rural & Small Library Conference, Tacoma, WA, Sept 2nd-6th
 - f) Records Management Seminar Tallahassee/Pensacola \$90
 - 2. Job Descriptions
 - a) Administrator
 - b) Administrative Assistant
- C. Budget Amendments- Willett

II. PUBLIC HEARING

III. ATTORNEY'S REPORT

IV. CONTRACTS, AGREEMENTS, MEMBERSHIPS

- A. I.T. Support Agreement with JCBOCC

V. OTHER MATTERS

- A. Staff Concerns:
 - 1. Koha Training Travel- PPLCS or County pays?
- B. Library Directors' Concerns:
 - 1. Patron Access on the Board Agenda- Maupin
 - 2. PPLCS Training Role- Maupin

VI. ROUND TABLE

Calhoun County, Holmes County, Jackson County, and Washington County

ADJOURNMENT

Minutes
PANHANDLE PUBLIC LIBRARY COOPERATIVE SYSTEM

4:00 PM

PPLCS CONFERENCE ROOM

January 21, 2014

CALL TO ORDER at 4:03pm

A. Invocation and Pledge of Allegiance led by Mr. Corbin.

B. Roll Call

Present: Rita Maupin, Wretha Webb, Susan Harris, Kay Ann Sattelmeier, Barbara Belford, Pam Pichard, Alan Barber, Ruth Attaway, Donna Pate, Renae Rountree, Lennetta Greene and David Corbin.

Excused Absence: No absences

PPLCS Staff: Susan Hughes, Administrator and Betsy Willett, Admin Asst.

Public Present: Sharon Key

C. Approval of Agenda-Pichard

Motion made by Mr. Barber, Seconded by Ms. Attaway to approve agenda. Motion carried.

D. Approval of Minutes from December 10, 2013

Motion made by Ms. Maupin, Seconded by Ms. Rountree to approve minutes from December 10, 2013. Motion carried.

I. REPORTS AND REQUESTS

A. Consent Agenda Items

1. Request: Pay bills/invoices

Motion made by Mr. Corbin, Seconded by Ms. Belford to approve bills and to allow staff to pay bills that are budgeted in-line items with back up documentation provided. Motion carried.

Motion made by Ms. Attaway, Seconded by Mr. Corbin to accept and renew lease with JC BOCC for 5 years, as presented to Board. Motion carried.

B. Credit Card to pay for FLA

Motion made by Mr. Corbin, Seconded by Ms. Maupin to allow staff as approved corporate card personal assigned and to remove Jerry and Elsie from account. Motion carried.

C. Administrator's Report

Motion made by Ms. Attaway, Seconded by Mr. Barber to allow mileage as requested by Susan Hughes and Betsy Willett to visit Calhoun/Washington respectively and other possible site visits at other libraries to see how Koha transition is working. Motion carried.

Motion made by Ms. Rountree, Seconded by Mr. Corbin, to have PPLCS be the Superlibrarian user for Koha and all tickets go through PPLCS' office. Motion carried.

Motion made by Ms. Maupin, Seconded by Mr. Barber to pay Elsie Swafford as e-Rate Consultant at \$20.00 per hour plus mileage and not to exceed 25 hours; as long as it does not conflict with her retirement. Should the time need to exceed 25 hours an additional Board action will be necessary. Motion carried.

II. PUBLIC HEARING

III. ATTORNEY'S REPORT

IV. CONTRACTS, AGREEMENTS, MEMBERSHIPS

A. AVG Renewal for PPLCS: 1 year (15 computers) \$322.49

Motion made by Mr. Barber, Seconded by Ms. Attaway to authorize PPLCS Staff to purchase antivirus "Bit Defender" or a comparable product at a comparable price. Motion carried.

B. Network Solutions: Microsoft Hosted Exchange Mailboxes Renewal

Motion made by Ms. Rountree, Seconded by Ms. Maupin to cancel Microsoft Hosted Exchange Mailbox service through Network Solutions. Motion carried.

Minutes

PANHANDLE PUBLIC LIBRARY COOPERATIVE SYSTEM

4:00 PM

PPLCS CONFERENCE ROOM

January 21, 2014

V. OTHER MATTERS

VI. ROUND TABLE

Calhoun County, Holmes County, Jackson County, and Washington County

ADJOURNMENT at 5:30pm

****Next Board meeting will be Tuesday, February 18th at 4pm****

Submitted by: _____

Betsy Willett, PPLCS Board Secretary

PPLCS
ADMINISTRATOR'S REPORT
February 18, 2014

Monthly Budget Reports

- Budget/Expenditures are in packets given to the Board
- Petty Cash Fund balance is \$60.00, with no expenditures in the last month

Leave Balances

- Susan Hughes has 27 hours of Annual Leave and 30.5 hours of Sick Leave available; 4 hours of sick leave has been used for Dr. Appointments; 1 hour of Annual Leave was used.
- Susan Hughes has a couple more Dr. Appointments in the coming weeks and is not requesting any Annual Leave at this time.
- Betsy Willett has 17.25 hours of Annual Leave, 19.25 hours of Sick Leave and 12.25 hours of Comp. Time. She used 4.25 hours of S/L and 14.25 hours of Comp Time in the last month.

Travel Requests

- Susan Hughes and Betsy Willett to Gulf Coast State College in Panama City for the all day PLAN Conference for Small/Rural Libraries.
- Susan Hughes and Betsy Willett to the State Library for a meeting on Programs and Initiatives.
- Library Legislative Day is March 25th – Susan Hughes and Betsy Willett would like to go. It is an all-day event.
- Betsy Willett requests to go to the Computers in Libraries Conference in Washington D.C. in April.
- Susan Hughes requests to attend the Association of Rural and Small Library Conference in Tacoma WA in September 2014. The programming for this conference is much more relatable to our Counties than PLA or ALA.

Koha – Koha went live with minor issues, most of which have been fixed. Since the last Board Meeting we have had a couple of meetings finishing up the Preferences for each County in the Koha files. We have also had a Cataloger Workgroup Meeting.

E-rate – All of the E-rate 470 forms were filed and the 471 forms will be filed in early March.

Training and Meetings

Susan Hughes

- Webinar from the State Library with Judith Ring.
- Registered for a Sunshine Law Webinar (2/27) I need to have the cost approved (\$15 on my credit card). This is put on by the First Amendment Foundation. Their webinar on Public Records filled up before I could sign up.
- I Registered for the Records Management Seminar in Tallahassee on April 8th. It is an all day seminar at the State Library and will cost \$90. Betsy Willett should also attend.

Betsy Willett - Webinars

- Social Media, An Essential Tool
- Make it yourself: Students as eBook Creators
- The Iron is Hot
- Library Surveys for Success
- Adult Education Training
- Assisted the following libraries with Koha: JCPL's Feb 3rd; HCPL Feb 4th; JCPL Feb 4-5th
- All Feb 6th (printer configuration)
- Children's Story Program at WCPL Thursday 2/13

Ongoing Items

- Koha training mostly done. If further issues come up we will schedule more training sessions.
- I have begun to review the Annual Plan. I plan to present it to the Board in April for discussion.
- The job descriptions need to be approved.

Submitted February 18, 2014

Susan Hughes, Administrator

Panhandle Public Library Cooperative System Special District

Position: Administrator

Status: Full-time exempt status

The Administrator of the Panhandle Public Library Cooperative System Special District (PPLCS) is hired by and reports to the PPLCS Board of Directors and is responsible for implementing all policies and directives of the Board. The Administrator manages the operation of PPLCS, an organization that provides services and support to member public libraries in Calhoun, Holmes, Jackson, and Washington Counties.

This position requires complex administrative and professional skills requiring independent judgment and decision making in planning, directing, and coordination of activities of the PPLCS office.

The Administrator works with little direct supervision. Any direct supervision, as required, is provided by the Chair of the Board of Directors.

ESSENTIAL JOB FUNCTIONS

1. Meets administrative submission and reporting requirements for Florida Independent Special Districts, including but not limited to State Aid and LSTA Grants.
2. Develops annual budget, subject to Board approval. Analyzes and controls expenditures to administer PPLCS approved budget.
3. Develops a Long Range Plan and an Annual Plan, consistent with State Aid and PPLCS requirements and needs, subject to PPLCS Board approval. Monitors approved Plans for timely completion of goals and benchmarks.
4. Completes State Aid application components, subject to Board approval, and submits application to State Library consistent with all requirements and deadlines.
5. Seeks alternative and supplementary sources of funding and evaluates grant opportunities to establish, enhance or sustain PPLCS and/or County Library Services. Writes and submits grant and funding proposals as appropriate when opportunities are identified. Properly administers any grants or funding awarded.
6. Ensures a properly completed and timely submission of the Universal Services/E-Rate application.

7. Provides effective PPLCS public and governmental relations services. ~~Directs~~ Prepares or participates in preparation of publicity, educational and informative materials, ~~and~~ programs for presentation to, and communication with, the public, PPLCS Board members, County Advisory Boards, County Commissions, government officials and staff, and the State Library. Establishes and maintains effective working relationships with these entities. Provides to the Board copies of all correspondence received from or sent to government entities or funding sources.
8. Administers the PPLCS Office to support the Board. Ensures that all meetings of PPLCS Board, committees and workgroups are conducted, and that all PPLCS records are maintained and managed, in compliance with Florida's Sunshine Laws governing public meetings and public access to records. Additionally, Administrator will ensure that all Board members will be given timely prior notice of meetings, along with the agenda for each meeting. Ensures that all Board members are provided equal access to information, and that minutes, budget, budget revisions, and other items to be voted on will be either e-mailed or mailed to each board member prior to Board Meetings.
9. Ensures that the PPLCS web page remains current with updates, links to member libraries' web pages, timely posting of notices and agendas for meetings, minutes as approved, policies, and history of the organization.
10. Ensures that the Integrated Library System (ILS), shared by and in use by the PPLCS member County Public Libraries, is working properly and continuously. Serves as the primary PPLCS contact for the vendor or vendors providing or maintaining the ILS software and data storage.
11. Effectively supervises PPLCS office staff, performs annual evaluation of staff, and presents these evaluations to the board for approval. The Administrator can recommend hiring or termination decisions regarding PPLCS staff, but final authority for either rests with the Board.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employee will be required to perform other job related duties as required.)

(This position has a six (6) month probationary period and is at-will employment. Administrator's job performance will be evaluated by the Board at, or at any time prior to, the end of probationary period, and thereafter annually and at any other time of the Board's choosing.)

Minimum Qualifications:

Education and experience

Master's Degree (MLS or MLIS) in Library Science from an ALA accredited Library Science program and at least two (2)⁵ years professional experience in Public Libraries^{with 2 years Administrative Exp}. The possession of a valid Florida Driver's License and reliable means of transportation.

Knowledge, Abilities, and Skills:

1. Ability to read, analyze, and interpret complex documents.
2. Ability to respond effectively to sensitive inquiries or complaints.
3. Knowledge of the Special District's organization and operational policies and procedures.
4. Ability to plan, budget, implement and promote the PPLCS Special District services and programs as relates to the member counties.
5. Ability to prioritize effectively.
6. Ability to calculate figures and amounts as it relates to development of budgets.
7. Ability to use computer applications to include word-processing, spreadsheets, Internet use, web pages.
8. Strong leadership ability.
9. Knowledge of state and federal laws as related to public libraries.
10. Excellent oral and written communication skills.

Physical Requirements and Environmental Conditions:

1. Work may occasionally demand strenuous effort in the handling of moderately heavy boxes or materials. Work may require sitting or standing for extended periods of time.
2. The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meetings, training rooms and libraries. Such practices would include but are not limited to: use of safe workplace practices with office equipment, avoidance of trips and falls, observance of fire regulations.
3. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.
4. Requires the ability to prepare principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position and requirements, management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written contract of employment.)

I HAVE READ AND ACCEPT THE TERMS OF THIS JOB DESCRIPTION

Signature

DATE

Revised 9/23/13

Panhandle Public Library Cooperative System Special District

Administrative Assistant Detailed Job Description

Position: PPLCS Administrative Assistant

Salary Range: \$13.00-\$15.00 hour/\$27,040.00 – \$31,200.00 annual

Annual raises are at the discretion of the PPLCS Board and subject to performance and funding.

Probationary Period: 6 months

Status: Full-time: 40 hours weekly; with full annual, sick leave benefits, retirement and health benefits in accordance with PPLCS Personnel Manual.

This position involves a variety of advanced secretarial, bookkeeping and technical duties requiring a substantial degree of independent action. Major responsibilities include Panhandle Public Library Cooperative System (PPLCS), Special District office support to the PPLCS Administrative Board, PPLCS Administrator, budget and financial accounting; personnel records; public notices; webpage updates.

Accountable to the PPLCS Administrative Board and the PPLCS Administrator.

ESSENTIAL JOB FUNCTIONS

1. Provides PPLCS office support to the PPLCS Board.
2. Meets bookkeeping and fiscal reporting requirements for Florida Independent Special Districts; Meets bookkeeping and fiscal reporting requirement for State Aid, LSTA and other grant funding sources.
3. Posts print and electronic PPLCS Board and Committee notices in accordance with Florida Sunshine Law.
4. Keeps PPLCS Board and PPLCS Administrator aware of any fiscal or bookkeeping problems or irregularities that need their attention such as recommendations for corrective actions or policy revisions.
5. Supports PPLCS Administrator in preparation of annual budget and quarterly budget revisions.
6. Responsible for presentation to PPLCS Board all payroll/time sheets and travel vouchers with documentation and signatures required to justify Board Action to

- pay; responsible for checking Payroll and Travel Sheets for accuracy, documentation and required signatures prior to presentation to Jackson County Finance Office. Responsible for presentation to PPLCS Board, copies of all recurring bill payments. Responsible for presentation to PPLCS Board all invoices and documentation required to justify Board Action to pay.
7. Works closely with Jackson County Finance Department to ensure accurate record of library expenditures. Works closely with Jackson county Finance Departments to maintain library fund accounts, revenue deposits and drawdown. Maintains budget database, monitors expenses against budget.
 8. Responsible for processing all PPLCS purchases; prepares purchase orders, secures price quotations as necessary, and processes invoices and returns; Maintains contract files.
 9. Maintains, as appropriate, files or hard copies of documents, correspondence, etc. Maintains, as appropriate, electronic filing system of documents, correspondence etc.
 10. Making requests to PPLCS Board for petty cash drawdown; responsible for petty cash record keeping and reporting to board.
 11. Responsible for Sunshine Fund cash record keeping; showing voluntary contributions and withdrawals.
 12. Prepares fiscal information for auditors. Assists PPLCS Administrator in preparation, presentation and closure of PPLCS Administrative Board and Committee Meetings.
 13. Maintains PPLCS staff personnel records. Maintains personnel health records in accordance with accepted human resource management requirements. Prepares payroll, maintains vacation, sick and personal time records.
 14. Prepares and presents monthly annual leave and sick leave report to the PPLCS Board; reporting irregularities to the PPLCS Board. Keeps PPLCS Board and PPLCS Administrator aware of any human resource problems or irregularities that need their attention such as recommendations for corrective actions or policy revisions.
 15. Maintains loyalty to PPLCS Administrative Board; maintains PPLCS confidentiality such as personnel information; and acts responsibly with all PPLCS Board information; In the absence of the PPLCS Administrator acts as PPLCS Board Secretary, taking the board minutes.
 16. Assists the PPLCS Administrator in monitoring the Long Range Plan, the Annual Plan and the Activities Time Lines.
 17. Maintains a positive attitude; uses diplomacy and skills when conferring with PPLCS Board Members and County Governments; Uses skill in meeting and dealing

tactfully and effectively with the State Library, County Governments, Special District Officials, and the public.

18. Able to maintain effective work relationships with Jackson County Accounting/Personnel staff and employees.
19. Acts as PPLCS Administrative Office receptionist: dates and routes mail; keeps accurate, dated memos and messages.
20. Assists PPLCS Administrator in administrator functions such as universal services. Assists PPLCS Administrator in meeting Special District reporting and filing requirements; Assists PPLCS Administrator in analyzing and controlling expenditures to administer PPLCS approved budgets.
21. Assists the PPLCS Administrator in supporting the Board directives such as operating within the Sunshine Law including timely posting of notices, providing equal access to information to all board members, minutes, budget/revisions and other items to be voted on either e-mailed to all board members or mailed to all board members a minimum of 7 days prior to Board Meetings.
22. Assists the PPLCS Administrator in maintaining the PPLCS web page with timely updates, and links to other member libraries, agenda for meetings, minutes, policies, history of the organization as well as meeting notices.
23. Participates in appropriate job training; may include travel to member counties, conferences or seminars

(These essential job functions are not to be construed as a complete statement of all duties performed. Employee will be required to perform other job related duties as required).

Minimum Education and Experience Qualifications:

1. Two years of college from an accredited institution.
2. Two years of progressively responsible office and bookkeeping experience,
or
3. An equivalent combination that the PPLCS Board reviews and finds acceptable such as military service.
4. The possession of or the ability to obtain a valid Florida Drivers License.

Knowledge, Abilities, and Skills:

1. Ability to read, analyzes, and interprets complex documents.
2. Ability to respond effectively to sensitive inquiries or complaints.

3. Ability to work cooperatively with diverse personalities without regard to gender, ethnicity, age, handicap, religious or political persuasions.
4. Knowledge of the Special District's organization and operational policies and procedures as relating to board record keeping, travel, and bookkeeping.
5. Ability to prioritize.
6. Ability to follow directions.
7. Ability to calculate figures and amounts as it relates to development of budgets and accepted bookkeeping practices.
8. Knowledge of computer applications to include word processing, internet use, web pages.
9. Knowledge of office management and record-keeping.
10. Ability to make oral and written presentations to the PPLCS Board.
11. Ability to work with computer systems and software programs as related to finance;
12. Ability to read and interpret technical directions;
13. Self-starter.
14. Reliable transportation.
15. Ability to drive.

Physical Requirements and Environmental Conditions:

- 1.** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.
- 2.** Work may occasionally demand strenuous effort in the handling of moderately heavy boxes or materials. Work may require sitting or standing for extended periods of time.
- 3.** The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meetings, training rooms and libraries, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, observance of fire regulations.
- 4.** Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.
- 5.** Requires the ability to prepare principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.) This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately

reflect the position and requirements, management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written contract of employment.)

B Willett

From: Pam Pichard <ppichard@jacksoncountyfl.com>
Sent: Tuesday, January 21, 2014 3:01 PM
To: bwillett@pplcs.net; shughes@pplcs.net
Cc: ppichard@jacksoncountyfl.com
Subject: FW: 11/19/13 BOCC Approved IT Agreement

Betsy and Susan,
Matt's approval for PPLCS on IT agreement.
Pam

From: H. Matthew Fuqua [mailto:mfuqua@bffloridalaw.com]
Sent: Tuesday, January 21, 2014 2:54 PM
To: Pam Pichard
Subject: RE: 11/19/13 BOCC Approved IT Agreement

OK for PPLCS

From: Pam Pichard [mailto:ppichard@jacksoncountyfl.com]
Sent: Tuesday, January 21, 2014 12:11 PM
To: H. Matthew Fuqua; Frank Baker
Cc: bwillett@pplcs.net; shughes@pplcs.net
Subject: FW: 11/19/13 BOCC Approved IT Agreement

Thanks Mr. Baker.
Matt, will you review for legal purposes for PPLCS?

Betsy, this should come before the PPLCS Board for review of the contract, they have approved the concept previously. If Mr. Fuqua gets this back to us today, please provide for tonight's meeting. If it is too much, then place on the next meeting.

Pam

Pamela G. Pichard
Administrative Services Director
Jackson County Board of County Commission
2864 Madison Street
Marianna, Florida 32448
PH: 850.482.9633
Cell: 850.209.1370
Email: ppichard@jacksoncountyfl.com

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From: Frank A. Baker [<mailto:frankabaker@embarqmail.com>]
Sent: Thursday, December 05, 2013 9:50 AM
To: Pam Pichard
Subject: Re: 11/19/13 BOCC Approved IT Agreement

How about the attached?

Frank A. Baker
850-526-3633 (voice)

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From: [Pam Pichard](#)
Sent: Wednesday, December 04, 2013 4:22 PM
To: [Frank Baker](#)
Cc: 'Lynn Adcock' ; ppichard@jacksoncountyfl.com
Subject: FW: 11/19/13 BOCC Approved IT Agreement

Mr. Baker,

It appears that I failed to send you an email asking you to formulate an agreement to contract for BOCC IT services between PPLCS, BOCC and TDC. Could you please provide after reviewing the attached agenda item.

Sorry Lynn. Thanks for sending me the reminder.

Pam

Pamela G. Pichard
Administrative Services Director
Jackson County Board of County Commission
2864 Madison Street
Marianna, Florida 32448
PH: 850.482.9633
Cell: 850.209.1370
Email: ppichard@jacksoncountyfl.com

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From: Lynn Adcock [<mailto:ladcock@jacksoncountyfl.com>]
Sent: Wednesday, December 04, 2013 4:03 PM
To: 'Pam Pichard'
Subject: 11/19/13 BOCC Approved IT Agreement

Pam,

Has Baker drafted an agreement yet for the use of IT's services?

Lynn Adcock
Assistant to the Administrator
Jackson County Board of County Commissioners
2864 Madison Street
Marianna, Florida 32448
(850) 482-9633
ladcock@jacksoncountyfl.com

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JOINT ASSISTANCE AGREEMENT (IT Services)

THIS AGREEMENT is entered into the date below written by THE PANHANDLE PUBLIC LIBRARY COOPERATIVE SYSTEM (referred to herein as "the PPLCS"), and the JACKSON COUNTY TOURIST DEVELOPMENT COUNCIL (referred to herein as "the TDC"), and JACKSON COUNTY, FLORIDA, a political subdivision of the State of Florida (herein, "The County"), whose address is 2864 Madison Street, Marianna, FL 32448. "The Parties" shall mean the PPLCS, the TDC, and The County, jointly and collectively.

WHEREAS, the PPLCS and the TDC have requested that the County, which has resources for Information Technology Support ("IT Support"), assist in the providing of such support for the PPLCS and the TDC, which do not have such resources in-house; and

WHEREAS, it is in the interest of the County and its residents that the County assist in providing such support, under the terms and conditions of this agreement;

NOW, THEREFORE, for and in consideration of the mutual promises and premises set forth herein, the parties agree that:

1. The County agrees that, subject to the availability and the County workload of its IT Manager and IT technicians, the County will make available the services of its IT Manager and technicians. The Parties understand and acknowledge that the County is not required to furnish such services, but will do so only on an as-available basis.

2. To the extent that such services are provided to either the PPLCS or the TDC, the recipient (the PPLCS or the TDC) shall reimburse the County the sum of \$22.17 per hour for IT Manager time and \$17.25 per hour for IT Technician time, with a minimum billing of 1/4 of one hour, and time to be billed to include any off-site travel time (if off-site travel is necessary).

3. In consideration of the undertakings by the County hereunder, which the County would otherwise have not provided or agreed to, the PPLCS and the TDC each expressly, absolutely and unconditionally waive and release any and all claims against the County and its employees and agents for damages (general, consequential, special, or in any other form), recovery, or causes of action arising out of or relating to any of the provisions of this agreement or any providing of IT services by the County or its employees, agents, or representatives to the PPLCS or the TDC.

4. This is the entire agreement of the parties with respect to the subject matter hereof. There are no promises, representations or warranties, other than those set forth expressly herein. This agreement is not intended to and shall not be construed to effect any waiver of any immunity accruing under law to The County, or to create any rights or

benefits in favor of any other person, firm or corporation or any other third party beneficiary. No duty or obligation imposed hereunder shall be deemed to run in favor or for the benefit of any person, firm or corporation, other than the parties hereto.

EXECUTED the dates below specified.

Panhandle Public Library Cooperative
System

JACKSON COUNTY, FLORIDA

Hon. Chuck Lockey, Chairman
Board of County Commissioners

DATED: _____, 2013

DATED: _____, 2013

Jackson County Tourist Dev. Council

DATED: _____, 2013